

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-09-P067

OPENING DATE: 05/12/09

IF "OPEN UNTIL FILLED"
FIRST SCREENING DATE: 05/22/09

WORK SITE: WASHINGTON, D.C.
PROMOTION POTENTIAL: NONE

POSITION: Ombudsman, CS-301-12

CLOSING DATE: Open Until Filled

SALARY RANGE: DS-12 \$62,499 - \$79,959 PA

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

AREA OF CONSIDERATION: Unlimited

NO. OF VACANCIES: ONE (1)

AGENCY: Child and Family Services Agency (CFSA), Office of the Director (OD)

DURATION OF APPOINTMENT: ☒ Permanent ☐ Term (13 months to 4 years) NTE: _____
☐ Temporary (Up to 1 year, Not-to-Exceed) _____

This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

☒ This position IS NOT in a collective bargaining unit.

RESIDENCY REQUIREMENT: An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

The incumbent responds to complaints, concerns, inquiries and suggestions regarding CFSA services to children, youth, birth parents, foster parents, kinship caregivers, and adoptive parents. Serves as an impartial and confidential complaint handle for alternative dispute resolution.

Analyzes and researches program policies and interprets laws to improve the child welfare system. Drafts memoranda, position papers and impact statements.

Accepts referrals from children and youth served by the Agency and its contracted partners, birthparents, foster parents, kinship caregivers, adoptive parents and guardians, mandated reporters, and concerned citizens.

Reviews CFSA and/or private agency actions and decisions to determine whether they comply with laws, rules, and CFSA policies.

Identifies systemic issues through an annual analysis of complaints and inquiries received by CFSA; prepares an annual report with recommendations for the Director on changes to laws, regulations, and policies to improve the child welfare system.

QUALIFICATION REQUIREMENTS

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

CS_12: Requires DC independent Clinical Social Worker License

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Comprehensive knowledge of social work, as would be evidenced by a Masters of Social Work (MSW).
2. Through knowledge of human behavior dynamics, child development and group dynamics, as well as other social work theories, principles, concepts and techniques.
3. Ability to communicate effectively orally and in writing to prepare and present recommendations or solutions regarding complex and extremely sensitive issues, based on analysis and evaluation, including the preparation and presentation of reports, proposals, charts and other means of presentation;
4. Through knowledge of CFSA policies and procedures and regulations that govern and affect child welfare services and programs, including foster care, adoptions and protective services.
5. Skill and maturity to effectively interface with managers and employees regarding confidential and sensitive issues to promote and facilitate sound professional relationships.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

TO APPLY:

FAX TO: (202) 727-5750
EMAIL TO: cfsa.jobs@dc.gov

WEBSITE: www.cfsa.dc.gov
TELEPHONE: (202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.
